

## **Church of St. Timothy // Parish Pastoral Council Member Position Description**

### **Purpose**

- To provide effective leadership in planning and setting long-range goals for the development and direction of the parish community in support of the parish mission statement.
- The council actively comes up with ideas and is consultative to the pastor. The council looks at the good of the parish as a whole.

### **Benefits include:**

- Growth in faith and discernment skills
- Making an active contribution toward strengthening parish life at St. Timothy's
- Promoting and supporting the many ministries of St. Timothy's
- Participation in the decision-making processes of the parish

### **Responsibilities include:**

- Develop a familiarity with the parish and its programs and operations through reading parish publications, attendance at parish functions and visiting with other parish members.
- Present an open and communicative posture to staff and parish members regarding the life of the parish community.
- Attend council meetings and functions regularly and in a prepared manner.
- Serve on subcommittees of the council as requested by the pastor, council chair or council membership.

### **Qualifications**

- Confirmed adult member of the parish
- You do not need to be Catholic
- Spouses can be on the council at the same time
- Interest in, and commitment to, promoting the growth and development of the parish
- Ability to listen well and make informed decisions
- Ability to respect confidentiality

### **Expectations**

- Being on the council means you are a voice and an ear. You need to be out there and take the opportunity before and after Mass to tell people who you are and what you do on the council. You should pass on any comment and/or concern you hear to the other council members.
- Participation in creating a basket for the silent auction during carnival.
- Spouses are encouraged and invited to participate in council activities.
- Volunteer to give an opening prayer/reading at the council meetings. Members are invited to share, but it is not mandatory; silence is okay.
- You are representing the council and church members; not your own personal agenda.
- Wear your name tag while attending Mass and other church events for the community to easily identify you.
- If not able to attend a meeting - contact the council chair.
- It is your responsibility to notify the council if you find you are unable to serve out your term.

### **Commitment**

- Term limit: Three-year term with the possibility of a second three-year term.
- Monthly meetings: August through May.
- Summer party in June, Christmas party in December, no meeting in July.
- Assist at the parish appreciation event.